



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
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ALBANY, GEORGIA 31704-0301

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POLICY STATEMENT 2-05

From: Commanding General
To: Distribution List

Subj: USE OF THE AUTOMATED PERFORMANCE EVALUATION SYSTEM
(A-PES)

Ref: (a) MCO P1610.7e
(b) MARADMIN 371/04
(c) A-PES User Manual

1. Situation. The Total Force Administration System (TFAS) is the web based, predominately self-service environment for Marine Corps Pay and Personnel Administration. TFAS improves Marine Corps administration by automating the processes, decreasing redundancy, and moving data input closer to the authoritative source. Current reporting unit (RUC) level capabilities include the Automated Performance Evaluation System (A-PES), which expedites fitness report processing and eliminates errors generated by the current paper-based process.

2. Mission. Publish the Command policy for utilizing the A-PES system for completing and submitting fitness reports.

3. Execution. All fitness reports completed within the Marine Corps Logistics Command will be prepared and submitted to CMC(MMSB) by using the A-PES system. Command personnel, Marines and Civilians, with fitness report writing responsibilities, will obtain a Marine On-Line account, via their local personnel sections, to facilitate this process.

4. Administration and Logistics

a. The LOGCOM Adjutant, in accordance with the references, has been delegated as the LOGCOM Senior Marine Representative (SMR), authorized to review all fitness reports for administrative correctness and to thwart inflation prior to submission to CMC(MMSB). Subordinate commanders are charged to locally assign this responsibility accordingly.

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b. The LOGCOM Adjutant will conduct training classes throughout the Command to ensure compliance and assist with the technical concerns arising from the new system.

c. The electronic reporting process will be conducted as follows within A-PES:

(1) The Reporting Senior (RS) will draft a Marine Reported-On (MRO) worksheet in order to transfer the Marine's personal "section A" information to a new fitness report or will work directly on a new fitness report document if a MRO worksheet has previously been completed.

(2) The RS assigns marks and reviews the report for correctness. The report will then be forwarded, utilizing the "routing" button, to the SMR. The SMR will send reports on Enlisted Marines to the Senior Enlisted Marine in the command to view the report. Once verified to be administratively correct, the SMR will forward the report to the Reviewing Officer (RO).

(3) The RO will assign marks, make comments, and return the report to the SMR for a final review. The RO will then send the report to CMC(MMSB).

d. The A-PES system is currently unable to complete adverse fitness reports. As such, those reports will continue to be completed using the Performance Evaluation System (PES) program through Microsoft Windows.

5. Command and Signal.

a. Signal. This order is effective on the date signed.

b. Command. This order is applicable to Marine Corps Logistics Command.



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Distribution: A